

Title: EQUIPMENT CONTRACTORS REGISTRY

Policy No: 4004

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Supersedes Policy No: OP 07 & PW 10

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: For the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rates specified by Greenview.

DEFINITIONS

ARHCA means Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster.

Current means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

Non-Current means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

Previous means older equipment that is generally no longer used for high production work, as per ARHCA.

EOIP means Expression of Interest package

POLICY

1. All equipment/attachments related definitions and rates can be found in the 2015 ARHCA Rate Guide.
2. Greenview will compile an annual list of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Equipment Contractors based within Greenview will be given preference with respect to hiring practices.
4. Equipment/attachments will be paid, only when in use, at the rates specified in the 2015 ARHCA Rate Guide based on the equipment percentage rates set in this policy.
5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.

6. All contractors must be in good standing with Greenview prior to the approval of their EOIP and/or prior to being hired after their EOIP has been accepted.
7. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
8. Greenview Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

PROCEDURE

1. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of 2015 ARHCA Rate Guide.
2. As per the 2015 ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all “Current” and “Non-Current” equipment at a rate of 89%, for maintenance motor graders at a rate of 75%.
3. Interested Equipment Contractors will be instructed to contact Greenview regarding when, where and how they can pick up and submit their EOIP-which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
4. Submissions must be sealed and post marked prior to the advertised EOIP closing date.
5. Greenview reserves the right to disqualify any incomplete EOIP.
6. Contractors hired by the Greenview will be hired in the order listed below:
When equipment from List 1 is no longer available to hire, Greenview will proceed to hire from List 2.

List 1 - contractor owner’s residential address that are located within the Municipal District of Greenview No. 16 or within the Town of Grande Cache, Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.

List 2 - contractor owner’s residential address that are located outside of the Municipal District of Greenview No. 16.
7. There is an approximate 20 day cap on equipment hired by Greenview.
8. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
 - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - b) Supplied proof of Workers Compensation Number; and
 - c) Signed a Contractor’s Safety Rule Book.
9. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview.
10. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.

11. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
12. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the EOIP.
13. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor.
14. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality of work, reliability of equipment, safety record.
15. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.